



Assistant Custodial Supervisor

Department: General Services

EEO Code: 28

Class Code: 3423

FLSA: N

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in directing and supervising County custodians; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Inspects and evaluates physical condition of buildings; assists in planning work schedules for custodians; establishes hard floor and carpet maintenance program for buildings; checks attendance of subordinates, fills out forms and reports; inventories and orders supplies; makes work report to supervisor; opens conference rooms for meetings; performs nightly quality control checks; locks and opens buildings; orients and instructs new personnel; strips and waxes floors; operates automatic scrubber; operates buffing and carpet cleaning equipment; inspects housekeeping supplies and equipment; attends meetings; supervises subordinates in all aspects of building custodial work.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of the principles and practices of building custodial work; some knowledge of the principles and practices of supervising personnel; good knowledge of chemical uses in custodial care.

Working skill in operating and maintaining housekeeping machinery; in caring for floors and carpets; in setting and enforcing priorities; in communicating effectively with customers, and staff.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and three years experience in custodial work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
